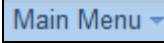




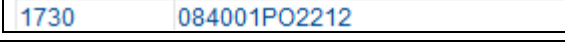


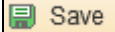
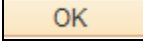

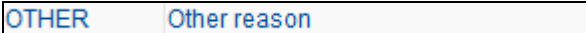
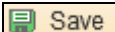











Amending a SCPRS entry

Step	Action
1.	<p>Begin by navigating to the FI\$Cal SCPRS Data Entry page.</p> <p>Click the Main Menu button.</p> 
2.	<p>Click the FI\$Cal SCPRS menu.</p> 
3.	<p>Click the FI\$Cal SCPRS Data Entry menu.</p> 
4.	<p>The Find an Existing Value and Add a New Value tabs are usually shown together in FI\$Cal.</p> <p>The Find an Existing Value tab is used to locate SCPRS entries already created by your department.</p> <p>The Add a New Value tab is used to create a SCPRS entry in FI\$Cal. In this scenario, the Find an Existing Value tab will be used.</p>
5.	<p>Click the Find an Existing Value tab.</p> 
6.	<p>You could use the Purchase Document # field to refine the search results and help you locate the specific SCPRS entry if you knew the document number.</p> <p>In this scenario, you will search for the Purchase Document #.</p>
7.	<p>Click the Search button.</p> 
8.	<p>Click the 084001PO2212 link.</p> 
9.	<p>The SCPRS Entry page is displayed showing the details of the selected entry.</p>
10.	<p>From here it is possible to change any of the information fields on the entry. However, when altering certain fields, you will be required to document a Change Order Reason for each change made.</p> <p>Note: When necessary, FI\$Cal will prompt you to provide a Change Order Reason for the change you made.</p>
11.	<p>For each update, a Change Order number will be recorded and tracked here.</p>
12.	<p>Begin by creating the desired updates to the fields.</p>

Step	Action
13.	Click the Look up Buyer Contact button. 
14.	Click the Yatish Bhandari link. 
15.	After selecting a new Buyer Contact , save the changes.
16.	Click the Vertical Scrollbar .
17.	Click the Save button. 
18.	After saving, a warning message displays that a Change Order Reason must be documented for this update.
19.	Click the OK button. 
20.	Use the Change Order Reason field to provide justification for the update.
21.	Click the Look up Change Order Reason button. 
22.	Click the Other reason link. 
23.	Next, save the entry again in order to record the Change Order Reason you just provided.
24.	Click the Vertical Scrollbar .
25.	Click the Save button. 
26.	Notice that the Change Order value is now updated to "1" stating that this was the first change order created for this entry. After creating more updates, you will need to provide additional Change Order Reasons , which will be tracked here in the Change Order field.
27.	Proceed to make additional updates to the entry.
28.	Click the Look up Vendor ID button. 
29.	In this scenario, select another vendor for this entry.
30.	Click the CACOURTCLE-001 link.
31.	Next, create another Change Order Reason for this update.
32.	Click the Look up Change Order Reason button. 
33.	Click the Vertical Scrollbar .
34.	Click the SVC link. 

Step	Action
35.	Now save your newest changes. Click the Vertical Scrollbar .
36.	Click the Save button. 
37.	Note that the Change Order value is now updated to "2" and the most current Change Order Reason code is displayed.
38.	Continue making updates and creating Change Order Reasons to go along with them.
39.	Click the Choose a date button for the End Date . 
40.	Click the desired date. Click the 10 link. 
41.	Click the Look up Change Order Reason button. 
42.	Click the Vertical Scrollbar .
43.	Click the TIME link. 
44.	Click the Vertical Scrollbar .
45.	Click the Save button. 
46.	Click the Vertical Scrollbar .
47.	Again, the Change Order value is updated to reflect the most recent change.
48.	You have successfully completed the "Amending a SCPRS entry" topic. Key Takeaways: - Amendments to SCPRS entries can be created - Change Order Reasons must be documented reflecting the amendments made to certain fields End of Procedure.